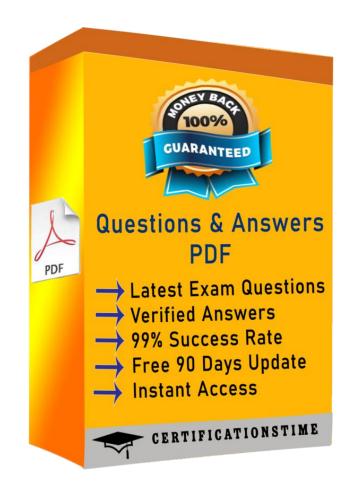




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Question 1

Apply a cell style Cell range A2:S2 Style 40% - Accent3

• A: See the explanation below

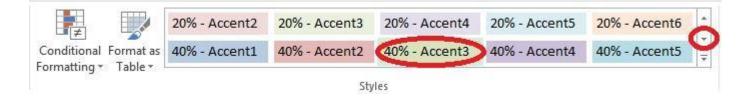
Correct Answer: A

Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, scroll down until you see 40%. Accent3, and click on it.



Question 2

Modify the cell format to date. Cell range C2:S2 Type: 14-Mar Locale (location): English (United States)

• A: See the explanation below

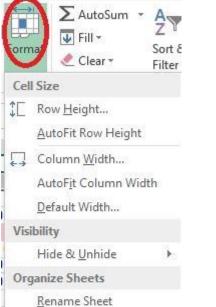
Correct Answer: A

Step 1: Open the correct worksheet (Section 3 Worksheet).

Step 2: Click in cell A2.

Step 3: Press down the Shift key and click in cell S2.

Step 4: On the Home tab, under Format, choose Format Cells.



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Move or Copy Shee	:t
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tection	
Protect Sheet	
Lock Cell	
Format C <u>e</u> lls	
	<u>M</u> ove or Copy Shee <u>T</u> ab Color t ection <u>P</u> rotect Sheet Lock Cell

Step 5: In the Format Cells dialog box, choose Date, 14-Mar, and Locale (location): English (United States). Click OK.



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		- Constanting of the local division of the l	ocation): (United Sta	ites)			•
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an asteris	k (*) respond t	o change	s in regiona	I date and	time settings t	chat are specific rating system s	ed for the

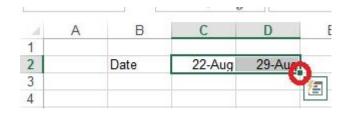
Question 3

Add a header and the date for each of the columns (assignments) in the range. Cell B2. Text "Date". Cell Range C2: S2 Text: "22-Aug, 29-Aug,...12-Dec"

• A: See the explanation below

Correct Answer: A

Step 1: Click Cell B2. Type the text: Date Step 2: Click cell C2. Type the text: 22-Aug Step 3: Click cell D2. Type the text: 29-Aug Step 3: Click cell C2, then shift-click cell D2.



Step 4: Copy until cell S2 (by dragging from cell D2 to cell S2).

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Dee	5-Dec	28-Nov	21-Nov	14-Nov	7-Nov	31-Oct	24-Oct	17-Oct	10-Oct	3-Oct
- 4										
										-

Question 4

Modify the cell alignment settings. Cell range B3:B25 Horizontal: Right (Indent)

• A: See the explanation below

Correct Answer: A

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Step 1: Click cell B3. Step 2:Shift-click cell B25

Step 3: Right-click somewhere in the B3-B25 cell range, and choose Format Cells from the context menu.

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28			Pick From Dro	p-down List		
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Step 4: In the Format Cells dialog box click the Alignment Tab, change Horizontal: to Right (Indent), change Indent: to 1, and then click the OK button.

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Wrap text			0	🔶 <u>D</u> egree
🕅 Shrin <u>k</u> to fit				
Merge cells				
Right-to-left				
Text direction:				



Question 5

Add conditional formatting. Color Scales: Green –White-Red Color Scale Midpoint: Percentile, "70" Maximum: Number, "25"

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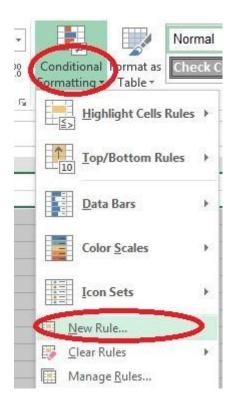
• A: See the explanation below

Correct Answer: A

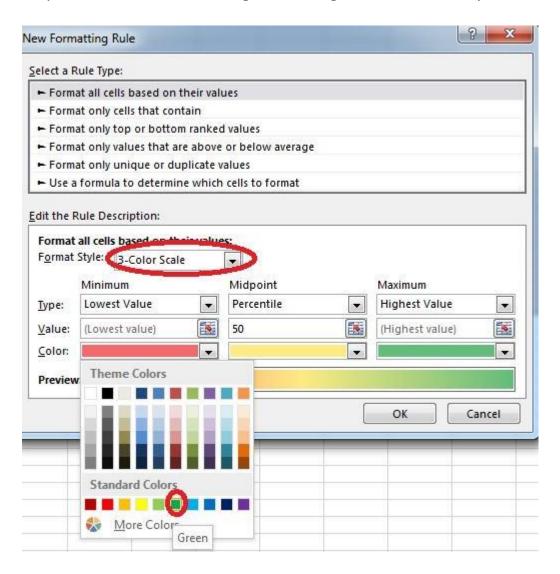
Step 1: Click cell C3

Step 2: Shift-Click cell S25.

Step 3: On the Home tab, under Format, choose Conditional Formatting, and choose New Rule...



Step 4: In the New Formatting Rule dialog box set Format Style to: 3-Color Scale, and set Minimum Color to Green.



Step 5: In the same dialog box set Midpoint type to Percentile, set Midpoint Value to 70, and set Midpoint Color to White. Also set Maximum Type to Number, Maximum value to 25, and Maximum Color to Red. Finally click OK.



lect a H	Rule Type:			
Form	at all cells based on th	eir values		
► Form	at only cells that conta	in		
► Form	at only top or bottom	ranked values		
► Form	at only values that are	above or below average		
► Form	at only unique or dup	licate values		
► Use a	a formula to determine	which cells to format		
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